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Chief, Personnel Security Branch

20 October 1949

Chief, Security Division

Classified Contracts

There are attached hereto reports of security inspections made by the Inspection Division of firms presently holding CIA classified contracts. Please note that each report contains a list of reportedly cleared personnel and personnel who have not been cleared but who are employed on this contract.

In conformity with the instructions of this date, please have the following accomplished:

(a) Check the files to determine that those persons listed as cleared have actually been cleared and confirm in writing to the Inspection Division on the basis of each contract that these people have been cleared.

(b) Advise Inspection Division that we are expecting receipt of Personnel Security Questionnaire forms on the persons listed in each contract who have not been previously cleared.

(c) Establish for each firm a control sheet, giving all pertinent data as to the security status of each contract.

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